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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Logistics

DATE: 19 May 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest:

a. Admin. Bldg.:

- (1) All renovations in new IAC Conference Room have been completed. Delivery of furniture and drapes being scheduled. ONE will advise this Div. about the color scheme for Room 119, IAC Reception Room.
- (2) Air conditioning duct system in DCI and DDCI suites was rebalanced on 12 May and baffle was installed in air diffuser over DCI's desk. The system is working satisfactorily and a comfortable temperature is being maintained in all rooms.
- (3) The proposed location of steel flag pole was approved by the DDCI. Arrangements have been made for installation by PBS as soon as possible.
- (4) Call chimes originally installed in kitchen, [REDACTED] office and [REDACTED] office have been replaced with more suitable signalling devices.
- (5) Order and plans for ONE air conditioning have been forwarded to PBS, and instructions given to proceed immediately with this work.

b. Tunnel Project:

This project is 98% complete. One coat of floor hardener was applied on 18 May; additional coats will be applied to tunnel floor on 19 and 20 May. Minor painting still to be accomplished; installation of shelving, mirror, soap dispensers, etc. to be completed before final inspection.

c. [REDACTED]

This office is in process of working up detail information which must be in [REDACTED] today for use by them in negotiating with the Architect-Engineer.

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2. General:

Regulation covering the functions of the Space Maintenance & Facilities Branch has been scheduled for completion on 20 May.

3. Projects and Studies in Process:

a. Construction and Utilities:

25X1A

(1) [REDACTED]

Test Laboratory: An addendum incorporating the revisions in plans and specifications due to new location was issued.

25X1A

(2) [REDACTED]

(a) Record Center Bldg.: Contractor finishing up road work, seeding, etc.

25X1A

(b) [REDACTED]

Air Conditioning: On bid was received which amounts to \$14,886, \$2,000 additional funds will be required to cover this cost and contingencies.

25X1A

(3) Commo, [REDACTED]

(a) Contract awarded and work started.

(b) Station requested authority to install a new rotary type disposal tank since existing system is not operating satisfactorily due to absorption field being saturated with sewerage. Additional information requested by cable on 18 May.

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b. Real Estate:-

(1) Lease of [REDACTED] Warehouse:-

The matter of moving from [REDACTED] to the [REDACTED] premises is still under consideration.

(2) Lease of House, [REDACTED]

[REDACTED] requested to lease and furnish subject house. Term of lease is for three years with total rental of \$10,286.00 in advance. Cost of furnishings estimated at \$2,500.00; total estimated cost of \$12,786.00. Reimbursement for this cost will be effected under the [REDACTED] Administrative Agreement.

(3) Office Space, [REDACTED]

Approval being granted to lease two floors of wing in new office building and installation of sixteen 1-ton air conditioners. Rent is \$529.00 per month and cost of air conditioners is estimated at \$6,000.00.

(4) Rent on [REDACTED]

Matter discussed with [REDACTED] and agreement reached that Agency's proportionate share would be approximately 46% or \$2,415.00 per year. [REDACTED] will arrange to transfer this sum direct to [REDACTED] to pay this share.

(5) Operational [REDACTED]

Approval granted to construct subject structure at an estimated cost of \$350.00.

(6) Lease of New Office Space, [REDACTED]

Field requests authority to lease office space at a rental of approximately \$285.00 per month and key money of \$7,140.00, plus \$4,300.00 for partitions and furnishings. Matter under consideration.

(7) Permit for [REDACTED]

Agreement redrafted and presented to [REDACTED] which was acceptable and signed by the Chief of Engineers. Agreement to be executed by Director of Logistics.

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(8) Renewal of Service Contracts, [REDACTED]

Four contracts are being prepared covering miscellaneous services at the subject stations.

25X1A

(9) Lease of Space, [REDACTED]

25X1C

Arrangements made with [REDACTED] to lease sufficient space for the Agency's new station at subject location.

(10) Review of Long-Line Circuits with AT&T:-

Matter discussed with AT&T and further discussion is scheduled for next week.

(11) Air Conditioning of [REDACTED]

25X1A

Approval granted to install air conditioning at subject office at an estimated cost of \$775.00.

(12) Air Conditioning of Office Space, [REDACTED]

25X1A

Field requests that Agency contribute funds for air [REDACTED]

25X1C

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3C - Space, Maintenance and Facilities

25X1A

- a. [REDACTED] - Space for DD/P:

Alterations and installation of telephones nearing completion. Arrangements made to start occupancy of this space on 23 May 1955.

25X1A

- b. [REDACTED]

Final inspection on transformer project has been delayed pending completion of several small items by the contractor.

- c. Telephone Survey:

Physical surveys of the following listed offices were conducted during this report period: Office of Management Staff and DDP/WE.

- d. Off-Premises Switchboard Service:

Arrangements have been completed by the Telephone Section to provide off-premises switchboard service from the Department of Defense PEX Switchboard for the Procurement Division, OL and Military Personnel Division, OP. Installation will be completed on 27 May 1955.

25X1A

- e. [REDACTED]

Exterior painting continuing. Second coat being applied as weather permits.

25X1A

- f. [REDACTED] - Motor Pool:

Alterations and installations for Dispatcher's Office and Chauffeur's room continuing satisfactorily. Plumbing and electrical work substantially complete. Partitioning, installation of asphalt tile and painting to be accomplished in the near future.

25X1A

- g. [REDACTED]

Although a number of items remain to be accomplished, contractor expects to complete the project by 27 May 1955.

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3C - Space, Maintenance and Facilities

h. Moves:

Completed during past week:

SSA/Personnel and DDP/PP (partial) within 2300 and 2400 Wings
of Tempo L Building 18 May.

OS (partial) within Tempo I, 19 May

Tentative for coming week:

ORR (partial) within 1100 Wing Tempo M, 20 May

DDP/IO from Tempo K to [REDACTED] 23 May

DDP re-shuffle within Tempo I-J-K-L, 24 May

25X1A

[REDACTED]
5X1A

Chief,
Real Estate and Construction Division

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